

**HOLY TRINITY CHURCH, PRESTWOOD  
HEALTH AND SAFETY POLICY  
(hereinafter referred to as HTP-HSP)  
PART 07 CHURCH CLEANING**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	For Review	John Rolfe-Dickinson	10/07/17	Doreen Clark	21/07/17	Rev Deiniol Heywood	02/08/17

### GLOSSARY OF TERMS

<b>Term</b>	<b>Meaning</b>
Church	Holy Trinity Church, Prestwood, the Church Cottage, the Church Hall, the Graveyard and all car parking areas
HTP-HSP	Holy Trinity Church, Prestwood – Health and Safety Policy.
Generic Headings	A word or phrase identifying a general area of activity in the church and adjacent buildings. Examples; Church Cleaning; Marriages; Lone working; etc.
Persons	Any person undertaking activities within the church and/or its adjacent buildings; graveyard and car parks.
PCC	Parochial Church Council who have a general responsibility for the implementation of the HTP-HSP.
Health and Safety Officer (HSO)	The nominated person responsible for ensuring compliance with the HTP-HSP.
Health and Safety Sub-Committee	The group comprising the HSO and others responsible to the PCC for the implementation of the HTP-HSP.
Activities	The various elements required to undertake the general area of activity identified in the General Heading. These form the core of the HTP-HSP.
Specific Event	An event that is part of the General Heading but which might also include unique Additional Activities.
Additional Activities	As defined in Activities but additional to them where required by a Specific Event.
Risk Assessment	A template based analysis of the activities to identify Hazards and Risks. Where Additional Activities are identified for a Specific Event an additional analysis is undertaken to identify Hazards and Risks associated with these.
Required Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks.
Additional Required Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks.
Recommended Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.
Additional Recommended Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.

## **1. PURPOSE OF THIS PART 07 CHURCH CLEANING**

The purpose of this Part 07 Church Cleaning of the HTP-HSP is to identify the extent of Activities associated with this Generic Heading. It also identifies the persons who are likely to be associated with these Activities and who should, therefore, comply with the requirements of this section of the HTP-HSP. These are included in Section 2 SCOPE below

In Section 3 RISK ASSESSMENT it provides outline details of the Risk Assessment undertaken but does not include the actual Risk Assessment document. Details of the Risk Assessment are provided to allow persons to access it if required.

The Health and Safety Policy derived from the Risk Assessment is included in Section 4 of this document which must be complied with by all associated with the Activities identified. Section 5 lists the Required and Recommended Actions necessary to ensure compliance with Part 07 of the HTP-HSP.

## **2. SCOPE OF PART 07 OF THE HTP-HSP**

### **2.1. Activities deemed to be included**

A review of Church Cleaning has identified a number of Activities that are associated with this Generic Heading. It is recognised that this may not be all-inclusive. Persons who are involved are, in specific cases, recommended to make their own assessment in order to identify any Additional Activities that need to be considered in the context of the HTP-HSP.

### **2.2. Significant Additional Activities**

If any Additional Activities, identified as described in Section 2.1, are deemed to be significant they shall be advised to the Health and Safety sub-group of the PCC for consideration. As required a further Risk Assessment of these Additional Activities shall be undertaken and the resultant Required and Recommended Actions advised to the Persons involved.

### **2.3. Persons likely to be affected**

A review of Church Cleaning has identified a number of Persons who are likely to be associated with this Generic Heading. These Persons are those who must comply with the HTP-HSP by adherence to the Required Actions and consideration of the Recommended Actions. They should also act in a manner consistent with the HTP-HSP in respect of any identified additional Activities. Where significant Additional Activities have been identified and reviewed as described in Section 2.2 Persons shall comply with any resultant Additional Required or Recommended Actions.

The Persons identified are:

- The Caretaker
- The Cleaning Team

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 07-RA-2017 01 dated 02/08/2017.

##### 3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- Floor Cleaning
- Furniture Cleaning
- Toilet Cleaning

##### 3.1.3. Conclusions

The identified risks and hazards analysed in the Risk Assessment have demonstrated the need for Required and Recommended Actions as tabulated in Section 5 of this part of the HTP-HSP.

### 4. HEALTH AND SAFETY POLICY - PART 07 OF THE HTP-HSP

This part of the HTP-HSP deals with the general cleaning maintenance of the Church and adjoining buildings. It is not intended to cover the activities undertaken by external cleaning contractors who may have been employed for a specific, non-standard cleaning requirement. Matters relating to the use of an external cleaning contractor is covered in Part 21 Employment of External Contractors of the HTP-HSP.

Although it is recognised that the general cleaning maintenance falls into 3 areas: Floors; Furniture and Toilets the identified hazards and risks are, generally, common to all three with a few exceptions.

The common hazards relate to the use of proprietary cleaning agents which, inherently, can have adverse effects if they come into contact with parts of the human body. Therefore, most of the Required actions relate to protection from contact and responding to the instructions provided by the suppliers of the cleaning agents in respect of risk and how to deal with bodily contact.

Despite all safety measures being undertaken it is still considered, as a matter of personal hygiene, to clean one's hands with a proprietary hand cleanser after undertaking any cleaning.

### 5. ACTIONS

#### 5.1. Compliance with Health and Safety Policy

In order to comply with the HTP-HSP a number of Required and Recommended Actions have been identified in the Risk Assessment. These Required and Recommended Actions are set out below.

#### 5.2. Required Actions

Table 1 below lists the Actions that have been identified in the Risk Assessment that are required by all who are involved in these Activities.

**Table 1 Required Actions**

<ol style="list-style-type: none"><li>1. Use cleaning agents in accordance with manufacturer's instructions</li><li>2. Use protective gloves and spectacles, etc., as appropriate</li><li>3. User to ensure good ventilation</li><li>4. Use of hand cleanser</li><li>5. Use of Electrical cleansing tools - Operative to be made aware of the proper use of the tool including, as appropriate, reading of the Operating Manual</li><li>6.</li></ol>
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**5.3. Recommended Actions**

Table 2 below lists the Actions that have been identified in the Risk Assessment that, because of practical reasons, are not required by all who are involved in these Activities. However, if proved to be practical in a specific event, the listed actions in Table 2 are recommended to reinforce or supplement the Required Actions listed in Table 1.

**Table 2 Recommended Actions to reinforce or supplement Required Actions**

<ol style="list-style-type: none"><li>1. None</li><li>2.</li></ol>
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